



# How do I file my Massachusetts paid family or medical leave claim over the phone?

Our Employee Benefits are built to work your way — with the option to choose how you submit your claim.



#### Call our disability team at (866) 274-9887 and select:

- · The prompt for employees.
- Then, the prompt for disability or Massachusetts paid family and medical leave claims.

Our team is here to answer your questions and requests from 8 a.m. to 8 p.m. ET, Monday through Friday. If you are out unexpectedly, call to speak with our dedicated representatives as soon as possible. If you have a planned disability absence or family leave scheduled, you can call us up to 30 days in advance.

We're committed to ensuring that you're speaking with someone who can support you throughout the process.

We're a team who supports you — no matter how your needs change.



## Make sure you have all your information handy:

Personal information:

**Employer name:** 

NIChois College

Group policy number (if available):

012788

Last day of work:

Manager and/or human resources contact name and phone number:

april Gradin 608) 213-2284

Reason for leave:

Medical providers' information (names, addresses, phone numbers):



### Next, our team will work with you to make the process easier:

As your information is reviewed, we'll proactively keep you informed about where we are in the process. We'll also be in contact with your employer and your medical providers.



#### EQUITABLE

To file a MA paid family or medical leave claim, call (866) 274-9887.

(Select the prompt for employees and then the prompt for disability or MA paid family and medical leave claims), from 8 a.m. to 8 p.m. ET, Monday through Friday.

**Group Policy#** 



#### To learn more, visit equitable.com/employeebenefits.

Telephonic claims submission is available on Short-Term Disability and MA PFML plans only. Not available on NY DBL/PFL or NJ TDB plans.

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